



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX  
FORT KNOX, KENTUCKY 40121-5000

Expires 25 September 2005

REPLY TO  
ATTENTION OF:

ATZK-CP (690-300)

25 September 2003

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 10-03 - Civilian Employee of the Quarter/ Year

1. References.

- a. Army Regulation 600-25, Salutes, Honors, and Visits of Courtesy, 16 May 1970.
- b. Army Regulation 672-20, Incentive Awards, 29 January 1999.
- c. Thunderbolt Six Policy Memo No. 40-17 - Civilian Incentive Awards Program, 23 July 2003.
- d. Army Regulation 215-3, Nonappropriated Funds Personnel Policy, 26 August 2002.

2. The US Army Armor Center recognizes the accomplishments of selected soldiers in a quarterly ceremony. Recognition of civilian employees was added to the quarterly recognition ceremony because civilian employees directly contribute to the accomplishment of Fort Knox missions and are a vital element of our success.

3. Civilians will be recognized as Employee of the Quarter based upon the nature of work being performed. Nominated employees will be evaluated on their overall accomplishments, considering factors such as job competence and impact. Job competence includes initiative, innovation, efficiency, accuracy, cooperation, dedication, and other qualities related to excellence in the employee's work. Awards, commendations, or other recognition can be included as documentation. The nomination should include the impact of nominee's job performance on the current organization's mission and other organizations.

4. One nomination per quarter, may be submitted from each organization. Indicate in Block 6a "OTHER" of DA Form 1256, Incentive Awards Nomination and Approval, Employee of the Quarter. Nominations are to be submitted NLT the first Friday of the last month of the quarter. For example, nominations are submitted by the first Friday in September for the quarter ending with September.

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5. The Civilian Personnel Advisory Center (CPAC) will convene a panel of organization representatives to review nominations and select one Employee of the Quarter. The name of the selected employee will be furnished the G3/DPTM and SGS. SGS will prepare a certificate for the selected employee for the CG signature. The G3/DPTM will obtain the certificate and coordinate with the employing organization for notification of the selectee of the date and time of the ceremony.

6. Those employees selected for quarterly recognition will be considered for Employee of the Year. The CPAC will convene a panel of organization representatives to review and select Employee of the Year. The name of the selected employee will be furnished the G3/DPTM and SGS. SGS will prepare a certificate for the selected employee for the CG signature. The G3/DPTM will obtain the certificate and coordinate with the employing organization for notification of the selectee of the date and time of the ceremony.

FOR THE COMMANDER:



ROBERT T. GAHAGAN  
Colonel, GS  
Chief of Staff

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